

**INSTRUCTOR TRAINING  
REVISION COMMITTEE MEETING  
Piedmont Regional Training Center  
157 Dublin Square Road  
Asheboro, North Carolina**

**March 2, 2012**

The Instructor Training Revision Committee met on March 2, 2012, at the Piedmont Regional Training Center, Asheboro, North Carolina. Leila Humphries called the meeting to order at 10:15 a.m. She thanked everyone for coming and expressed her thanks to Stephanie Freeman for arranging the meeting room.

Nancy Meadows called the roll. Those members in attendance were:

Dennis Crosby, Gaston College  
Stephanie Freeman, NC Department of Correction  
Peppi Masa, Fayetteville Technical Community College  
Sandra Neal, Guilford Community College  
Betty Reynolds, Wake Technical Community College  
Jeff Robinson, Pitt Community College

Committee members absent were:

Bobbie Cox, Gardner-Webb University  
John Reaves, Wake Forest University Campus Police

Staff attending:

Autumn Hanna, Sheriffs' Standards Division (via conference call)  
Leila Humphries, NC Justice Academy  
Nancy Meadows, NC Justice Academy

Staff absent was:

Tim Pressley, Criminal Justice Standards Division

Leila asked if there were any corrections or additions to the minutes of the last meeting. There were none. Jeff Robinson made a motion to approve the minutes from the December 9 meeting. Peppi Masa seconded. The motion was approved.

### Old Business

Leila started the meeting with feedback on the Survey Form for Instructors submitted at the December meeting and asked if there were any other suggestions for the form. There was a discussion as to whom the form should be distributed. Jeff Robinson suggested that the form be sent to all School Directors and have them distribute to their instructors. Leila suggested that Survey Monkey be used – send a link to all School Directors to send to their instructors who would use Survey Monkey to complete survey. Leila will put the survey on Survey Monkey and have the results before the School Directors Conference in August.

Stephanie Freeman distributed copies of the results of the Task Analysis that she distributed throughout her agency (results are attached). The results show that most instructors just teach – very few construct lesson plans. Jeff Robinson suggested adding to the Task Analysis the question “How many courses other than Commission-mandated ones do you teach.” The Committee will look at Stephanie’s results and discuss at the next meeting.

Leila stated that the Sample Lesson Plan Revision that included the use of Turabian as in Word has been put on hold by the North Carolina Justice Academy. The consensus is that end notes are needed. At this time, NCJA is looking at other programs (other than Turabian) to use for lesson plans. She will let the Committee know what NCJA decides.

Leila stated that the Pilot Status Request was completed but is being held for awhile. It was felt that this is not the appropriate time to introduce to the E&T Committee and this doesn’t need to be rushed into.

### New Business

Peppi Masa asked the Committee what they do if someone doesn’t pass the State Exam – could they be sent to another location to re-take the test. He also asked about re-testing for evaluations – could they be sent to another School Director to be re-evaluated. Betty Reynolds brought up the Administrative Rule concerning re-testing for evaluations and lesson plans having to be done within the 2-week allotment for the training.

Jeff Robinson asked what the thought was on sending someone to a different school to complete their deficiencies. There is an issue with pre- and post-deliveries. Stephanie stated that everyone has gone to Orientation so there shouldn't be a problem with that. Dennis suggested leaving Fridays open to use for repeat presentations if needed.

Peppi Masa also asked if the General Instructor training had to be a continuous two weeks – no one offers a night class at this time but would it be possible to do so? Betty will find the Administrative Rule and send out to the Committee and this will be discussed at the next meeting.

Betty Reynolds also suggested that the application submitted to the Community Colleges states that a “full manuscript” is required – not “semi-manuscript.” Dennis Crosby stated that the application should state that 4 years full-time experience is required – application now just says 4 years and some people only work part-time.

Jeff Robinson suggested that the Committee look into on-line training in general. He also suggested that we have Laura Clark (on-line expert at Pitt Community College) to attend a Committee meeting to answer any questions concerning on-line classes.

Stephanie Freeman asked as part of the revision for the State exam, could the Committee submit test questions. Leila Humphries stated that the answer is yes.

Sandra Neal distributed a list of concerns from her instructors for the Committee to review and give feedback. Copies were given to the Committee members.

The next meeting will be June 1, 2012, at 10:00 a.m., at Apex, North Carolina. Stephanie Freeman will obtain a meeting room.

Peppi Masa motioned that the meeting adjourn; Dennis Crosby seconded. The meeting was adjourned at 12:15 p.m.